



REQUEST FOR PROPOSAL (RFP)

VENDOR OPERATION OF A CAFÉ AT CAGANS CROSSING LIBRARY

RFP Number: 09-0216 Contracting Officer: Barnett Schwartzman
RFP Opening Date: April 15, 2009 Pre-Proposal Date: Not applicable
RFP Opening Time: 3:00 PM Issue Date: March 26, 2009

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SPECIFIC SOLICITATION REQUIREMENTS ARE AS NOTED BELOW:

Proposal and/or Performance Bond:	n/a
Certificate of Competency/License:	Section 1.15
Indemnification/Insurance:	Section 1.8
Pre-Proposal Conference/Walk-Thru:	Section 1.4

At the date and time specified above, all proposals that have been received in a timely manner will be opened, recorded, and accepted for consideration. The names of the vendors submitting proposals will be read aloud and recorded. The proposals will be available for inspection during normal business hours in the Office of Procurement Services within ten (10) working days after the opening date.

Vendors shall complete and return the entirety of this RFP, and attach all other information requested in this RFP (see Provision 1.13). Failure to sign the proposal response, or to submit the proposal response by the specified time and date, may be cause for rejection of the proposal.

NO-RESPONSE REPLY

If any vendor does not want to respond to this solicitation at this time, or, would like to be removed from Lake County's Vendor List, please mark the appropriate space, complete name below and return this page only.

- ☐ Not interested at this time; keep our firm on Lake County's Vendors List for future solicitations for this product / service
- ☐ Please remove our firm from Lake County's Vendor's List for this product / service.

VENDOR IDENTIFICATION

Company Name: _____ Phone Number: _____
E-mail Address: _____ Contact Person: _____

SECTION 1 – SPECIAL TERMS AND CONDITIONS

Section 1.1: Purpose

The purpose of this solicitation is to establish a contract for the vendor operation of a café located at the Cagan's Crossing Library. Services are to be provided as described within this solicitation and its attachments. The contract form at Attachment One to this solicitation will be used to formalize any resulting agreement. Vendors are advised to fully review all terms and conditions expressed in the contract form as the contents of that document have precedence in all regards and will govern the operations of all parties in the provision of the required services.

Section 1.2: Designated Procurement Representative

Questions concerning any portion of this solicitation shall be directed in writing [fax and e-mail accepted] to the below named individual who shall be the official point of contact for this solicitation. Questions should be submitted no later than five (5) working days before the opening date.

Barnett Schwartzman, Procurement Services Director
Lake County BCC
Office of Procurement Services
315 W. Main Street, Room 416
PO BOX 7800
Tavares, FL 32778-7800

Phone : 352.343.9839
Fax : 352.343.9473
E-mail: bschwartzman@lakecountyfl.gov

No answers given in response to questions submitted shall be binding upon this solicitation unless released in writing as an addendum to the solicitation by the Lake County Office of Procurement Services.

Section 1.3: Method of Award – Considering Qualifications and Pricing

Award will be made to the vendor which submits the overall proposal that is judged to provide the best value to the County. Proposals will be evaluated based upon the following criteria:

1. Experience and background of the vendor in the services to be provided.
2. Proposed plans to accomplish task.
3. Reports from direct and indirect references.
4. Proposed costs for menu items
5. Proposed consideration fee schedule.
6. Responsiveness and completeness of the written proposal to these instructions with regard to the Scope of Services.
7. Other relevant criteria.

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Section 1.4: Pre-Proposal Conference / Site Visits (Recommended)

There will be no formal pre-proposal conference under this solicitation. However, it is recommended that prospective vendors visit and view the café area to familiarize themselves with the site conditions. Vendors may visit the café area within the library without appointment at any time the library is open to the public. The café area is to the immediate right of the front entrance to the library, and the café area is open any time the library itself is open. The Library is located on Route 27 one mile north of US Highway 192. The address is: 16729 Cagan Oaks, Clermont, Florida 34711. Any questions regarding the site, or the terms and conditions of this solicitation, shall be addressed to the individual designated in Section 1.2 of this solicitation.

Section 1.5: Term of Contract – Twelve (12) Months

As specified in attached contract form

Section 1.6: Option to Renew for Four (4) Additional Year(s) (No Price Adjustment)

As specified in attached contract form

Section 1.7: Method of Payment

No County funds will be expended in support of this effort. A process for payments by the vendor to the County is expressed in the attached contract form.

Section 1.8: Insurance

As specified in attached contract form

Section 1.9: Bonding Requirements

Not applicable to this solicitation

Section 1.10 Completion/Delivery

As specified in Statement of Work

Section 1.11: Acceptance of Goods or Services

As specified in Statement of Work

Section 1.12: Warranty

Not applicable to this solicitation.

Section 1.13 Delivery and Completion of Solicitation Response

SECTION 1 – SPECIAL TERMS AND CONDITIONS

Section 1.13.1: Delivery of Solicitation Response

Unless a package is delivered by the vendor in person, all incoming mail from the U.S. Postal Service and any package delivered by a third party delivery organization (Fed-X, UPS, DHL, private courier, etc) will be opened for security and contamination inspection by the Lake County Clerk of the Circuit Court Mail Receiving Center in an off-site secure controlled facility prior to delivery to any Lake County Government facility, which includes the Lake County Office of Procurement Services.

To be considered for award, a bid or proposal must be received and accepted in the Procurement Services Office prior to the date and time established within the solicitation. Allow sufficient time for transportation and inspection.

Each package shall be clearly marked with the applicable solicitation number, title, and company name. Ensure that your bid or proposal is securely sealed in an opaque envelope/ package to provide confidentiality of the bid or proposal prior to the solicitation closing.

If you plan on submitting your bid or proposal **IN PERSON**, please bring it to:

LAKE COUNTY PROCUREMENT SERVICES
315 W. MAIN STREET
4TH FLOOR, ROOM 416
TAVARES, FLORIDA

If you submit your bid or proposal by the **UNITED STATES POSTAL SERVICE, (USPS)** please mail it to:

LAKE COUNTY PROCUREMENT SERVICES
PO BOX 7800
TAVARES, FL 32778-7800

If you submit your bid or proposal by a **THIRD PARTY CARRIER** such as Fed-X, UPS, or a private courier, please send it to:

LAKE COUNTY PROCUREMENT SERVICES
MAIL RECEIVING CENTER
418 W. ALFRED STREET
TAVARES, FL 32778

Facsimile (fax) or electronic submissions (e-mail) will not be accepted.

Section 1.13.2: Completion Requirements for Request For Proposal (RFP)

The original proposal and three (3) complete copies of the proposal submitted by the vendor shall be sealed and delivered to the Office of Procurement Services no later than the official closing date and time. Any proposal received after this time will not be considered and will be

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returned unopened to the submitter. The County is not liable or responsible for any costs incurred by any vendor in responding to this RFP including, without limitation, costs for product and/or service demonstrations if requested. When you submit your proposal, you are making a binding offer to the County.

A. Economy of Presentation

Each proposal shall be prepared simply and economically, providing a straightforward, concise description of the proposer's capabilities to satisfy the conditions and requirements of this RFP. Fancy bindings, colored displays, and promotional material are not desired. Emphasis in each proposal must be on completeness and clarity of content. The County emphasizes that the proposer concentrate on accuracy, completeness, and clarity of content.

B. Proposal Guidelines

To facilitate analysis of its proposal, the proposer shall prepare its proposal in accordance with the instructions outlined in this section. If the proposal deviates from these instructions, such proposal may, in the County's sole discretion, be rejected.

Page Size and Format - Page size shall be 8.5 x 11 inches, not including foldouts. Pages shall be single-spaced. The text size shall be 11 point or larger. Use at least one (1) inch margins on the top and bottom and three-quarter (3/4) inch side margins. Pages shall be numbered sequentially by section.

Binding and Labeling - All Sections of the proposal should be identified by section tabs, A cover sheet should be bound in each separate proposal copy, clearly marked as to RFP title, solicitation number, copy number, and the Proposer's name.

C. Proposal Content:

Proposals shall be organized as follows:

Tab 1 - Proposer Profile & Required Information

- A. Statement of Interest & Understanding of Project
- B. Firm Profile / Firm History (Include completed Attachment 3)
- C. Program Manager: List the name, business address, telephone number and e-mail address of the individual that will act as the program manager for the project. Provide a resume of the individual's background and skills in managing similar projects. List the following information:

SECTION 1 – SPECIAL TERMS AND CONDITIONS

- Years of experience within the area of specialty.
- Length of and type of service with firm.
- Education and formal training, including certifications.

D. Describe and provide a copy of any required licenses or permits.

Tab 2 - Proposed Solution

- A. Describe the approach the vendor will take to ensure a sustainable and profitable operation.
- B. Provide sample menus to include menu item pricing.

Tab 3 - Proof of Insurability

Provide either a completed Accord form or a signed letter from your insurance agency on its letterhead stating that you have or can get the required insurance coverage.

Tab 4 - References

Provide at least three (3) recent references where the proposed service has been provided within the past 3 years. Please use the forms provided at attachments 2 and 4 for this purpose.

Tab 5 - Litigation

Provide information on the nature, magnitude, and outcome of all litigation and proceedings for the previous three (3) years where you or your organization has been involved in any matter related to you or your organization's professional activities.

Tab 6: Contract and Pricing Information

The Proposer shall provide the following information and documentation under this tab:

Tab 6.1 - Completed solicitation

Include a copy of a fully completed and signed RFP to include the rebate percentage to be offered by the vendor using the format in Section 4 of this solicitation.

Tab 6.2 - Financial Stability

Each proposer shall certify and provide a statement that it is financially stable and have the necessary resources, human and financial, to provide the services at the level required by County. Each proposer shall be prepared to supply a financial statement upon request, preferably a certified audit, but a third party prepared financial statement and the latest D

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& B report will be accepted. The County reserves the right to use a third-party company to verify financial information provided in each proposal. If a subcontractor or joint venture arrangement is being proposed, provide similar information for those participants in the proposal.

Tab 6.3 - Exceptions

State any exceptions that the proposer may have concerning any item(s) set forth in the RFP document or associated addendums.

Section 1.15: Certificate of Competency/Licensure

Any person, firm, corporation or joint venture which submits an offer in response to a County solicitation shall, at the time of such offer, hold a valid Certificate of Competency or appropriate current license issued by the State or County Examining Board qualifying said person, firm, corporation or joint venture to perform the work proposed. If work for other trades is required in conjunction with this solicitation and will be performed by a subcontractor(s), an applicable Certificate of Competency issued to the subcontractor(s) shall be submitted with the prime vendor's offer; provided, however, that the County may at its option and in its best interest allow the vendor to supply the subcontractor(s) certificate to the County during the offer evaluation period.

Section 1.16: Competency of Vendors and Associated Subcontractors

The County may elect to conduct a pre-award inspection of any existing vendor operation during the evaluation process. Offers will be considered only from firms which are regularly engaged in the business of providing or distributing the goods and/or performing the services as described in the solicitation, and who can produce evidence that they have a consistent satisfactory record of performance. Vendors must demonstrate that they have sufficient financial support and organization to ensure that they can satisfactorily execute the contract if awarded under the terms and conditions herein stated. In the event that the vendor intends to sub-contract any part of its work to another vendor, or will obtain the goods specifically offered under this contract from another source of supply; the vendor may be required to verify the competency of its subcontractor or supplier. The County reserves the right, before awarding the contract, to require a vendor to submit such evidence of its qualifications and the qualifications of its sub-contractor as it may deem necessary. The County may consider any evidence available to it of the financial, technical and other qualifications and abilities of any vendor responding hereunder, including past performance with the County, in determining vendor responsibility for the purposes of selecting a vendor for contract award.

Section 1.17: Compliance with Governmental Standards

All items to be provided under this contract shall be in accordance with all governmental standards, to include, but not be limited to, those issued by the Occupational Safety and Health Administration (OSHA), the National Institute of Occupational Safety Hazards (NIOSH), and the National Fire Protection Association (NFPA).

SECTION 1 – SPECIAL TERMS AND CONDITIONS

Section 1.18: Labor, Materials, and Equipment Shall be Supplied by the Vendor

Unless otherwise stated in this solicitation the vendor shall furnish all labor, material and equipment necessary for satisfactory contract performance. When not specifically identified in the technical specifications, such materials and equipment shall be of a suitable type and grade for the purpose. All material, workmanship, and equipment shall be subject to the inspection and approval of the County

Section 1.19: Licenses, Permits and Fees

The vendor shall obtain and pay for all licenses, permits and inspection fees required for this project; and shall comply with all laws, ordinances, regulations and building code requirements applicable to the work contemplated herein. Damages, penalties and or fines imposed on the County or the vendor for failure to obtain required licenses, permits or inspections, shall be borne by the vendor.

Section 1.20: Minimum Wages

Under this contract, the wage rate paid to all laborers, mechanics and apprentices employed by the vendor for the work under the contract, shall not be less than the prevailing wage rates for similar classifications of work as established by the Federal Government and enforced by the U.S. Department of Labor, Wages and Hours Division, and Florida's Minimum Wage requirements in Article X, Section 24 (f) of the Florida Constitution and enforced by the Florida Legislature by statute or the State Agency for Workforce Innovation by rule, whichever is higher.

Section 1.23: Toxic Substances/Federal "Right To Know" Regulations

The Federal "Right to Know" Regulation implemented by the Occupational Safety and Health Administration (OSHA) and the Florida "Right-to-Know" Law requires employers to inform their employees of any toxic substances to which they may be exposed in the workplace, and to provide training in safe handling practices and emergency procedures. It also requires notification to local fire departments of the location and characteristics of all toxic substances regularly present in the workplace.

SECTION 2 – STATEMENT OF WORK

Background Information:

The Cagan Crossings Community Library, a branch of the Lake County Library System, is located in the rapidly growing area known as Four Corners, which encompasses parts of Lake, Orange, Osceola and Polk County. The Library is located in the Cagan Crossings Development on U.S. Hwy 27, one mile north of U.S. Hwy 192. U.S. Hwy 192 is a major tourism corridor into Disney World and other attractions. Consequently, in addition to local patrons from all four counties, the library has many tourists of all nationalities visiting the library, primarily to use the Internet and wireless services. The Lake County part of the library service area is estimated at 20,000 and is expected to rise to 55,000 by 2020. In addition, Osceola and Polk counties have large populations in the services area.

The first floor of the two story library has been completed and is 18,000 SF. The 12,000 SF second floor is a shell for future growth. Directly across the street are a Walmart and Lowe's. The library has a meeting room to seat 150 people, a large children's area, a teen area, a computer lab, 24 public access computers, free wireless access, and many more features.

Patrons are allowed to take covered sodas and coffee drinks in the library. As a general rule food will not be permitted in the library.

The café has a prime location adjacent to the main entrance of the library on the first floor, with an exterior entrance should the café wish to be open for extended hours. The main library entrance faces the Cagan Crossings Town Center in the Cagan Crossings development and anchors the north end of the Town Center. The size of the café is approximately 575 square feet minus 55 square feet for storage. Hours of Operation: The café shall be open during regular library hours which are currently: Monday – Thursday 9:30 a.m. – 8:00 p.m., Friday 9:30 a.m. – 5:00 p.m., and Saturday 9:30 a.m. – 4:00 p.m. The café may be open additional hours if so desired. All following sections of the statement of work apply to the operation of the café:

A. General requirements

1. Maintenance:

- Operator is responsible for keeping the café area neat, clean and in good repair.
- Operator is responsible for regularly bussing the seating area, and the clean-up of spills.
- Operator is responsible for removing café refuse to the dumpster daily.
- Operator is responsible for sweeping, mopping and cleaning the public area of the café nightly.
- Operator is responsible for continued daily maintenance of the food preparation area. The operator will not allow boxes, cartons, barrels or other similar items to be in the view of the public.
- Evaluation of maintenance compliance will be at the County's sole discretion. If in default, the County will issue a letter of non-compliance. The Operator will have ten (10) business days to correct non-compliance items. If not corrected, Operator will be considered in default of the contract.

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2. Employee Standards:

- The operator will ensure a party fully responsible for all operations is on-site for all hours of operation.
- Service will be friendly.
- The operator will recruit, train, supervise and direct its employees and have the number of employees to match the work requirements.
- Every employee will be clean and well groomed and be professional and friendly to the public. Each employee will have the required health examinations before employment at the café.

3. Menu and Pricing:

- Operator should be willing to experiment with various menus to determine what works best in this venue.
- Operator is to charge reasonable prices for all food and beverages. The County reserves the right to review the menu, as well as the prices to make sure they are fair and reasonable.

4. Food Quality:

Only the highest quality of food and drinks are to be sold in the café including but not limited to:

- Coffee: Ground on demand from whole beans from a quality roaster and competitive in quality for a balance of flavor, body, aroma, and acidity.
- Beans for espresso: Appropriate for industry-recognized professional espresso use.
- Coffee beans: Roasted on demand and valve packaged; unopened packages used within two months, opened packages used within 10 days
- Butter, milk and milk products: USDA Grade A
- Pastries: Fresh daily from a quality baker

5. Menu Profile:

An acceptable menu may include:

- Espresso and coffee drinks.
- Espresso coffee
- Pastries
- Teas
- Sodas
- Bottled Water
- Bottle juices (non-staining)
- Fruit

SECTION 2 – STATEMENT OF WORK

- Yogurt
- Prepared soups, salads, and sandwiches (optional)
- Chips, snacks, cookies

6. Acceptable Items for Retail Sales:

- Whole bean coffees
- Teas
- Mugs

7. Miscellaneous Requirements

- No baking, deep frying or other intensive food preparation will be allowed in the café.
- Food and drink may be consumed in designated areas of the library. These areas are subject to change by the County.

B. Designated Responsibilities

1. The County will provide:

- 575 SF interior floor space that includes 140 SF food preparation area, and 435 SF café seating area. These numbers include a 55 SF storage area.
- Painted walls, lay-in ceiling grid, and VCT flooring in seating area
- Electrical Outlets: 3 power outlets in food preparation area, and 3 in café seating area
- Above ceiling receptacle for wireless antenna
- Overhead lighting in food preparation and café seating area
- Basic sewer service including 750 gallon concrete grease interceptor
- Exhaust duct capped for future fan
- One (1) recessed fire extinguisher
- Handicapped accessibility
- The County may provide limited signage
- Public restroom facilities in the library
- Basic counter and display millwork

2. Café operator will be responsible for:

- Providing, installing and maintaining all necessary professional equipment for the service bar and food preparation area to include furnishings, necessary display items, and appliances.
- Providing connections to any security system
- Adequate café inventory and supplies
- Café signage/menu boards and any lighted signs
- Providing furniture and fixtures for interior café seating area

SECTION 2 – STATEMENT OF WORK

C. Design Guidelines:

Interior additions to the café are subject to approval by the County. In addition, the operator must adhere to these guidelines:

- The equipment and its placement are important visual elements of the overall design and appearance of the service bar. Careful attention is to be given to each piece of equipment and how the public views it.
- Wood grain or other simulated material finishes are not permitted on equipment.
- Natural metal, glass or porcelain finishes are acceptable equipment finishes.
- All equipment is subject to County approval.
- Structures such as canopies and sneeze guards are not acceptable.
- Signage/menus boards and any lighted signs are subject to County approval.
- Fabricated security systems such as gates or curtains are subject to County approval.

D. Deliveries:

Deliveries to be made before 9:30 A.M. and must be delivered through the shipping and receiving area only or directly to the café through the exterior café door. Library staff will not receive deliveries nor assume responsibility for any products left unattended.

E. Special Conditions:

1. The customer's primary business in the library is to browse for and select materials, utilize technologies, obtain information and read. The Café serves primarily as an enhancement to the main business of providing these library services.
2. The County will provide a conventional lock on the exterior door and the interior door of the Café. One key for each of these locks will be provided to the café operator for duplication and use as appropriate. One key for each of these locks will be retained by library staff to ensure access to the café to support safety and building maintenance requirements. The vendor may provide and install supplemental locking devices on the exterior door subject to prior County approval of the devices but must provide key or code access through this door by library staff for the purposes stated above. The café operator is responsible for ensuring the interior door is locked at any time the library is open and the café is closed. Any access to the restrooms or other environs in the library during hours when the library is closed and the café is open is to be coordinated and agreed to in advance. The County intends to be flexible in this regard to ensure access supportive of the café's business function is provided.

SECTION 3 – GENERAL TERMS AND CONDITIONS

3.1 DEFINITIONS

Addenda: A written change to a solicitation.

Contract: The agreement to perform the services set forth in this document signed by both parties with any addenda and other attachments specifically incorporated.

Contractor: The vendor to which award has been made.

County: Shall refer to Lake County, Florida.

Modification: A written change to a contract.

Proposal: Shall refer to any offer(s) submitted in response to a Request for Proposal.

Proposer: Shall refer to anyone submitting an offer in response to a Request for Proposal.

Request for Proposal (RFP): Shall mean this solicitation documentation, including any and all addenda. An RFP involves evaluation of proposals, and award may be made on a best value basis with price, technical, and other factors considered.

Solicitation: The written document requesting either bids or proposals from the marketplace.

Vendor: a general reference to any entity responding to this solicitation or performing under any resulting contract.

The County has established for purposes of this Request for Proposal (RFP) that the words “shall”, “must”, or “will” are equivalent in this RFP and indicate an essential requirement or condition, the material deviation from which may not be waived by the County. A deviation is material if, in the County’s sole discretion, the deficient response is not in substantial accord with this RFP’s mandatory requirements. The words “should” or “may” are equivalent in this RFP and indicate very desirable conditions, or requirements but are permissive in nature.

3.2 INSTRUCTIONS TO PROPOSERS

A. Proposer Qualification

It is the policy of the County to encourage full and open competition among all available qualified vendors. All vendors regularly engaged in the type of work specified in the solicitation are encouraged to submit proposals. Vendors may enroll with the County to be included on a mailing list for selected categories of goods and services. To be recommended for award the County requires that vendors provide evidence of compliance with the requirements below upon request:

1. Disclosure of Employment.
2. Disclosure of Ownership.
3. Drug-Free Workplace.
4. W-9 and 8109 Forms – The vendor must furnish these forms as required by the Internal Revenue Service.
5. Social Security Number – The vendor must provide a copy of the primary owner’s social security card if the social security number is being used in lieu of the Federal Identification Number (F.E.I.N.).
6. Americans with Disabilities Act (A.D.A.).
7. Conflict of Interest.
8. Debarment Disclosure Affidavit.
9. Nondiscrimination.
10. Family Leave.
11. Antitrust Laws – By acceptance of any contract, the vendor agrees to comply with all applicable antitrust laws.

B. Public Entity Crimes

Pursuant to Section 287.133(2)(a) of the Florida Statutes, a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017 of the Florida Statutes, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

C. Request for Additional Information

Any communication or inquiries, except for clarification of process or procedure already contained in the solicitation, are to be made in writing to the attention of the procurement representative identified in the solicitation no later than five (5) working days prior to the proposal opening date. Such inquiries or request for information shall be submitted to the procurement representative in writing and shall contain the requester’s name, address, and telephone number. If transmitted by facsimile, the request should also include a cover sheet with the bidder’s facsimile number.

Procurement Services may issue an addendum in response to any inquiry received, which changes or clarifies the terms, provisions, or requirements of the solicitation. The proposer should not rely on any representation, statement or explanation whether written or verbal, other than those made in this solicitation document or in any addenda issued. Where there appears to be a conflict between this solicitation and any addenda, the last addendum issued shall prevail. It is the proposer’s responsibility to ensure receipt of all addenda, and any accompanying documentation. The proposer is required to submit with its proposal a signed “Acknowledgment of Addenda” form, when any addenda have been issued. Failure to acknowledge each addendum may prevent the proposal from being considered for award.

D. Contents of Solicitation and Proposers’ Responsibilities

It is the responsibility of the proposer to become thoroughly familiar with the requirements, terms, and conditions of this solicitation. Pleas of ignorance of these matters by the proposer of conditions that exist or may exist will not be accepted as a basis for varying the requirements of the County, or the compensation to be paid to the proposer.

E. Restricted Discussions

From the date of issuance of this solicitation until final County action, vendors should not discuss the solicitation or any part thereof with any employee, agent, or any other representative of the County except as expressly authorized by the designated procurement representative. The only communications that shall be considered pertinent to this solicitation are appropriately signed written documents from the vendor to the designated procurement representative and any relevant written document promulgated by the designated procurement representative.

F. Change or Withdrawal of Proposals

Changes to Proposal - Prior to the scheduled proposal closing, a proposer may change its proposal by submitting a new proposal specified in the solicitation with a letter on the firm’s letterhead, signed by an authorized agent stating that the new submittal replaces the original submittal. The new submittal shall contain the letter and all information as required for submitting the original proposal.

Withdrawal of Proposal – A proposal shall be irrevocable unless the proposal is withdrawn as provided herein. A proposal may be withdrawn, either physically or by written notice, at any time prior to the proposal closing date. If withdrawn by written notice, that notice must be addressed to, and received by, the designated procurement representative prior to the designated receipt date and time. A proposal may also be withdrawn after expiration of the designated acceptance period, and prior to award, by submitting a letter to the designated procurement representative for the solicitation. The withdrawal letter must be on company letterhead and signed by an authorized agent of the proposer.

G. Conflicts within the Solicitation

Where there appears to be a conflict between the General Terms and Conditions, Special Conditions, the Technical Specifications, the Pricing Section, or any addendum issued, the order of precedence shall be: the contract form itself, last addendum issued, the Proposal Price Section, the Technical Specifications, the Special Conditions, and then the General Terms and Conditions. It is incumbent upon the vendor to identify such conflicts to the designated procurement representative prior to the proposal closing date.

SECTION 3 – GENERAL TERMS AND CONDITIONS

3.3 PREPARATION OF PROPOSALS

- A. The Proposal Pricing Section of this solicitation defines requirements of items to be purchased, and must be completed and submitted with the proposal. Use of any other form or alteration of the form may result in the rejection of the bid.
- B. The proposal submitted must be legible. Bidders shall use typewriter, computer or ink. All changes must be crossed out and initialed in ink. Failure to comply with these requirements may cause the bid to be rejected.
- C. An authorized agent of the proposers firm must sign the proposal. **FAILURE TO SIGN THE PROPOSAL MAY BE CAUSED TO REJECT THE PROPOSAL.**
- D. The proposer may submit alternate proposal(s) for the same solicitation provided that such offer is allowable under the terms and conditions. The alternate proposal must meet or exceed the minimum requirements and be submitted as a separate proposal marked "Alternate Proposal".
- E. When there is a discrepancy between the unit prices and any extended prices, the unit prices will prevail.
- F. Any proposal received after the designated receipt date through no fault or error of the County will be considered late, and, except under the most exceptional circumstances, may not be considered for award.

3.4 CANCELLATION OF SOLICITATION

The County reserves the right to cancel, in whole or in part, any Request for Proposal when it is in the best interest of the County.

3.5 AWARD

- A. The contract resulting from this solicitation may be awarded to the responsible proposer which submits a proposal determined to provide the best value to the County with price, technical, and other applicable factors considered. The County reserves the right to reject any and all proposals, to waive irregularities or technicalities and to re-advertise for all or any part of this solicitation as deemed in its best interest. The County shall be the sole judge of its best interest.
- B. When there are multiple line items in a solicitation, the County reserves the right to award on an individual item basis, any combination of items, total low bid or in whichever manner deemed in the best interest of the County. This provision specifically supersedes any method of award criteria stated in the solicitation when such action is clearly necessary to protect the best interests of the County.
- C. The County reserves the right to reject any and all proposals if it is determined that prices are excessive or determined to be unreasonable, or it is otherwise determined to be in the County's best interest to do so.
- D. Award of this solicitation will only be made to firms that satisfy all necessary legal requirements to do business with the County. The County may conduct a pre-award inspection of the proposer's site or hold a pre-award qualification hearing to determine if the proposer is capable of performing the requirements of this solicitation.
- E. The proposer's performance as a prime contractor or subcontractor on previous County contracts shall be taken into account in evaluating the responsibility of a proposer that submitted a proposal under this solicitation.
- F. The Director of Procurement Services will decide all tie proposals with initial preference being given to the entity employing the most personnel residing within the County.
- G. Award of the contract resulting from this solicitation may be predicated on compliance with and submittal of all required documents as stipulated in the solicitation.

3.6 PROTEST OF AWARD

A vendor wishing to protest any award decision resulting from this

solicitation shall do as set forth in the County's Purchasing Procedure Manual. It is incumbent upon the vendor to be aware of the posting of any associated award recommendation. Any protest received after the actual contract award date may be rejected.

3.7 RULES, REGULATIONS AND LICENSES

The vendor shall comply with all laws, ordinances, and regulations applicable to provide the goods and/or services specified in this solicitation. The vendor shall be familiar with all federal, state and local laws that may in affect the goods and/or services offered.

3.8 ACCESS TO RECORDS

The County reserves the right to require the vendor to submit to an audit by any auditor of the County's choosing. The Contractor shall provide access to all of its records, which relate directly or indirectly to this Agreement at its place of business during regular business hours. The vendor shall retain all records pertaining to this Agreement and upon request make them available to the County for three (3) years following expiration of the Agreement. The vendor agrees to provide such assistance as may be necessary to facilitate the review or audit by the County to ensure compliance with applicable accounting and financial standards.

3.9 CONTRACTING WITH COUNTY EMPLOYEES

Any County employee or member of his or her immediate family seeking to contract with the County shall seek a conflict of interest opinion from the procurement representative designated herein prior to submittal of a response or application of any type to contract with the County. The affected employee shall disclose the employee's assigned function within the County and interest or the interest of his or her immediate family in the proposed contract and the nature of the intended contract.

3.10 INCURRED EXPENSES

This RFP does not commit the County to make an award nor shall the County be responsible for any cost or expense which may be incurred by any proposer in preparing and submitting a proposal, or any cost or expense incurred by any proposer prior to the execution of a purchase order or contract agreement. By submitting a proposal, the proposer, and also agrees that the County bears no responsibility for any costs associated with the preparation of the proposal and/or any administrative or judicial proceedings resulting from this solicitation process.

3.11 STATE REGISTRATION REQUIREMENTS

Any corporation submitting a proposal in response to this RFP shall either be registered or have applied for registration with the Florida Department of State in accordance with the provisions of Chapter 607, Florida Statutes. A copy of the registration/application may be required prior to award of a contract. Any partnership submitting a proposal in response to this RFP shall have complied with the applicable provisions of Chapter 620, Florida Statutes. For additional information on these requirements, please contact the Florida Secretary of State's Office, Division of Corporations, 800.755.5111 (<http://www.dos.state.fl.us>).

3.12 OTHER AGENCIES

With the consent of the vendor, other agencies may make purchases in accordance with the contract. Such purchases shall be governed by the same terms and conditions as stated herein with the exception of the change in agency name.

SECTION 4 – PRICING/ CERTIFICATIONS/ SIGNATURES**RFP TITLE: VENDOR OPERATION OF A CAFÉ AT CAGAN’S CROSSING LIBRARY****NOTES:**

- Lake County is exempt from all taxes (Federal, State, Local). Pricing should be less all taxes. A Tax Exemption Certificate will be furnished upon request.
- The vendor shall not alter or amend any of the information (including, but not limited to stated units of measure, item description, or quantity) stated in the Pricing Section. If any quantities are stated in the pricing section as being “estimated” quantities, vendors are advised to review the “Estimated Quantities” clause contained in Section 3 of this solicitation.
- Each price offered in your RFP shall be a firm-fixed price, exclusive of any tax. Any bid containing a modifying or “escalator” clause not specifically allowed for under the solicitation will not be considered.
- All pricing shall be FOB Destination unless otherwise specified in this solicitation document.
- All pricing submitted shall remain valid for a 90 day period. By signing and submitting a response to this solicitation, the vendor has specifically agreed to this condition.
- **Vendors are advised to visit our website at <http://www.lakecountyfl.gov> and register as a potential vendor. Vendors that have registered on-line receive an e-mail notice when the County issues a solicitation matching the commodity codes selected by a vendor during the registration process.**

ACKNOWLEDGEMENT OF ADDENDA**INSTRUCTIONS:** Complete Part I or Part II, whichever applies**Part I:**

The bidder must list below the dates of issue for each addendum received in connection with this RFP:

Addendum #1, Dated: _____

Addendum #2, Dated: _____

Addendum #3, Dated: _____

Addendum #4, Dated: _____

Part II:☐ No Addendum was received in connection with this RFP.

SECTION 4 – PRICING/ CERTIFICATIONS/ SIGNATURES**PRICING SECTION**

The vendor agrees to pay to COUNTY, as consideration for use of the premises, _____ percent (___%) commission of pre-tax gross revenue, made payable to the Lake County Board of County Commissioners. The vendor shall present a daily listing of its pre-tax gross revenues for each month, in a form that is acceptable to COUNTY, along with monthly payment of the stated consideration. The revenue statements shall be prepared according to generally accepted accounting principles.

By Signing This Proposal the Proposer Attests and Certifies That:

- It satisfies all legal requirements (as an entity) to do business with the County.
- The undersigned vendor acknowledges that award of a contract may be contingent upon a determination by the County that the vendor has the capacity and capability to successfully perform the contract.
- The proposer hereby certifies that it understands all requirements of this solicitation, and that the undersigned individual is duly authorized to execute this proposal document and any contract(s) and/or other transactions required by award of this solicitation.

Additional Certifications Requiring Completion:**Purchasing Agreements with Other Government Agencies**

This section is optional and will not affect contract award. If Lake County awarded you the proposed contract, would you sell under the same terms and conditions, for the same price, to other governmental agencies in the State of Florida? Each governmental agency desiring to accept to utilize this contract shall be responsible for its own purchases and shall be liable only for materials or services ordered and received by it. ☐ Yes ☐ No (Check one)

Certification Regarding Felony Conviction

Has any officer, director, or executive of the bidding entity been convicted of a felony during the past ten (10) years? ☐ Yes ☐ No (Check one)

Conflict of Interest Disclosure Certification

Except as listed below, no employee, officer, or agent of the firm has any conflicts of interest, real or apparent, due to ownership, other clients, contracts, or interests associated with this project; and, this bid is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a proposal for the same services, and is in all respects fair and without collusion or fraud.

Exceptions: _____

General Vendor Information and Proposal Signature:

Firm Name: _____
 Street Address: _____
 Mailing Address (if different): _____
 Telephone No.: _____ Fax No.: _____ E-mail: _____
 FEIN No. _____ - _____ Prompt Payment Terms: _____ % _____ days, net _____
 Signature: _____ Date: _____
 Print Name: _____ Title: _____

SECTION 5 – ATTACHMENTS

THE FOLLOWING DOCUMENTS ARE ATTACHED

Attachment 1: Contract Form

Attachment 2: Work References

Attachment 3: Vendor Profile Form

Attachment 4: Similar Projects Form

SECTION 5 – ATTACHMENTS

ATTACHMENT ONE: CONTRACT FORM**AGREEMENT BETWEEN****LAKE COUNTY, FLORIDA****AND****(NAME OF VENDOR)****FOR OPERATION OF A CAFÉ AT CAGAN’S CROSSING COMMUNITY LIBRARY**

This Agreement (hereinafter “Agreement”) is made between Lake County, a political subdivision of the State of Florida (hereinafter “COUNTY”), through its Board of County Commissioners and (Name of Vendor), a (State) Corporation (hereinafter “CONTRACTOR”).

Recitals

WHEREAS, the COUNTY has publicly submitted a Request for Proposals (RFP), # 09-0216 for operation and management of a café within the Cagan’s Crossing Community Library; and

WHEREAS, COUNTY has determined that it is in its best interest to allow an experienced entity to operate the library café; and

WHEREAS, the CONTRACTOR desires to perform café operation services subject to the terms of this Agreement.

NOW, THEREFORE, IN CONSIDERATION of the mutual terms, understandings, conditions, premises, covenants and payment hereinafter set forth, and intending to be legally bound, the parties hereby agree as follows:

Section 1. Recitals. The above recitals are true and correct and incorporated herein.

Section 2. Premises. COUNTY, provides to CONTRACTOR the premises for operation of a café, real property located within the Cagan’s Crossing Community Library at 16729 Cagan Oaks, Clermont, Florida 34711, consisting of a café of approximately 575 square feet.

Section 3. Term of Agreement. The term of this Agreement shall be twelve (12) months, beginning on the date of final execution of this Agreement. The café shall be open for operation within thirty (30) days of the official library opening. Prior to, or upon completion, of the initial term of the contract, the COUNTY shall have the option to renew this agreement for an additional four (4) one (1)

SECTION 5 – ATTACHMENTS

year periods. The agreement shall renew automatically unless written notice of intention not to renew is given by COUNTY thirty (30) days prior to the end of the current contract term. The COUNTY reserves the unilateral right to extend a contract ninety (90) calendar days beyond the current contract period. In such event, the COUNTY will notify CONTRACTOR in writing of such extension. Exercise of the extension period requires the prior approval of the Board of County Commissioners.

Section 4. Consideration. CONTRACTOR agrees to pay to COUNTY, as consideration for use of the premises, ___ percent (___%) commission of pre-tax gross revenue, made payable to the Lake County Board of County Commissioners and sent to the Finance Department, with a copy to Pam Kirchner, Library Services Finance Analyst, at P.O. Box 7800, Tavares, Florida 32778-7800. CONTRACTOR shall present a daily listing of its pre-tax gross revenues for each month, in a form that is acceptable to COUNTY, along with payment of the stated consideration. The revenue statements shall be prepared according to generally accepted accounting principles. If the consideration payment is past due in excess of thirty (30) days, a one and a half percent (1.5%) late fee shall apply and accrue until payment is made in full.

The first payment shall be made to COUNTY after a three (3) month grace period from the date of the official library opening. The consideration payment is due on the fifteenth (15th) day of each month after the initial grace period.

Section 5. Condition of Premises and Redelivery of Premises. CONTRACTOR hereby accepts the premises in the condition at the time of the library opening. During the term of the agreement, CONTRACTOR shall possess and control the premises and does hereby agree to maintain the premises in the same or better condition as accepted. At the expiration of the term, CONTRACTOR shall surrender the premises to the COUNTY in the same or better condition as accepted, ordinary wear and tear excepted.

In the event the Premises is partially or totally destroyed or so damaged or injured by fire or other casualty that the premises shall be rendered untenable during the term of this Agreement, then COUNTY or CONTRACTOR may cancel this Agreement. The cancellation herein mentioned shall be evidenced in writing with thirty (30) days notice.

Section 6. Entry, Inspection, Repairs and Maintenance. COUNTY shall at all times have the right to enter the premises for inspection, repair and maintenance whenever necessary. Additionally, COUNTY shall maintain and repair the premises as necessary, including but not limited to, the exterior and roof of the structure, plumbing, heating, ventilating and air conditioning equipment, electrical wiring, existing landscaping, and parking area.

SECTION 5 – ATTACHMENTS

Section 7. Permits and Conditions. During the term of this Agreement, CONTRACTOR shall obtain all necessary inspections and permits for operation of the café. It is the responsibility of CONTRACTOR to identify and abide by all applicable laws, including safety, health, sanitary, and employment requirements. CONTRACTOR hereby agrees to immediately and continuously comply with all regulations of the health department and all health officers of local, state, and federal government. CONTRACTOR shall maintain the premises in a clean and sanitary manner at all times. CONTRACTOR shall be responsible for transporting trash to dumpsters, daily sanitation, and general housekeeping of the premises. General housekeeping shall include cleaning of all floors, equipment, and all preparation, storage, and service areas. CONTRACTOR shall be responsible for the maintenance of the tables, chairs, appliances, equipment, and other items specific to the café operation. CONTRACTOR shall not allow boxes, cartons, barrels, and other similar items to be in view of the public.

No sound source will be permitted that disturbs library patrons or staff.

If, in COUNTY'S sole discretion, the level of maintenance of the café is not in compliance with this agreement, COUNTY will issue a letter of non-compliance. CONTRACTOR will have ten (10) business days to correct the non-compliant items unless otherwise required by the notice. If the issues relate to the public health, safety, or welfare, the non-compliant items must be corrected immediately. If the issues are not corrected to the satisfaction of COUNTY, CONTRACTOR will be considered in default of this Agreement.

Section 8. Café Operations and Staffing. CONTRACTOR shall operate the café in accordance with the Statement of Work, attached hereto and incorporated herein as **Exhibit A**. CONTRACTOR shall ensure that the café is stocked with adequate menu selections, inventory, and supplies for efficient operation at all times. Only the highest quality food and drinks, including, but not limited to, coffee and espresso drinks, pastries, teas, juices, and snacks, shall be sold in the café. No ice cream products shall be sold. CONTRACTOR shall charge reasonable prices for all menu items. COUNTY reserves the right to review the menu to ensure menu selections are adequate and prices are fair and reasonable.

CONTRACTOR shall provide adequate staff to maintain quality customer service during hours of operation. The café shall be open during library hours of operation: Monday –Thursday 9:30 am to 8:00 pm, Friday 9:30 am to 5 pm, Saturday 9:30 am to 4:30 pm. The café may be open additional hours if desired as agreed to in writing by COUNTY. CONTRACTOR will train, supervise, and direct all employees. Employees shall be friendly, professional, and well groomed.

Section 9. Assignment and Subletting. CONTRACTOR may not assign this Agreement, sublet or grant any concession or license to use the premises or any part thereof under this Agreement without the prior written consent of the COUNTY. The consent by COUNTY to one assignment,

SECTION 5 – ATTACHMENTS

subletting, concession, or license shall not be deemed to be a consent to any subsequent assignment, subletting, concession, or license. An assignment, subletting, concession, or license without the prior written consent of COUNTY or assignment or subletting by operation of law, shall be void and shall, at COUNTY'S option, terminate this Agreement.

Section 10. Waiver. A waiver by COUNTY or CONTRACTOR of any breach of covenant or duty of COUNTY or CONTRACTOR under this Agreement is not a waiver of any other breach of covenant or duty of COUNTY or CONTRACTOR, or of any subsequent breach of the same covenant or duty.

Section 11. Notices. All notices, demands, or other writings required to be given, made or sent, or which may be given, made or sent, by either party to the other, shall be deemed to have been fully given, made or sent when in writing and addressed as follows:

CONTRACTOR

COUNTY

County Manager
P O. Box 7800
Tavares, FL 32778-7800

cc: Wendy Breeden
Library Services Director
and
Quinnette Durkin
Property Manager
P.O. Box 7800
Tavares, FL 32778-7800

Parties may designate other address to receive notices but must do so in writing, in the manner designated for the giving of notice hereunder. All notices required, or which may be given hereunder, shall be considered properly given if (1) personally delivered, (2) sent by certified United States mail, return receipt requested, or (3) sent by Federal Express or other equivalent overnight letter delivery company. The effective date of such notices shall be the date personally delivered, or if sent by mail, the date of the postmark, or if sent by overnight letter delivery company, the date the notice was picked up by the overnight letter delivery company.

Section 12. Availability of Records. Records concerning the operation of the café shall be maintained by CONTRACTOR and be open and available to the COUNTY for inspection or duplication during regular business hours.

Section 13. Waste, Nuisance, or Unlawful Use. CONTRACTOR agrees that it will not commit waste on the premises, or maintain or permit to be maintained a nuisance thereon, or use or permit the premises to be used in an unlawful manner.

SECTION 5 – ATTACHMENTS

Section 14. Insurance.

The contractor shall purchase and maintain, at its expense, from a company or companies authorized to do business in the State of Florida, and which are acceptable to the County, insurance policies containing the following selected types of coverage and minimum limits of liability protecting from claims which may arise out of or result from the performance or non-performance of services under this Contract For Construction by the contractor or by anyone directly or indirectly employed by it, or by anyone for whose acts it may be liable:

CONTRACTOR shall not commence work under the Agreement until COUNTY has received an acceptable certificate or certificates of insurance evidencing the required insurance, which is as follows:

General Liability insurance on forms no more restrictive than the latest edition of the Occurrence Form Commercial General Liability policy (CG 00 01) of the Insurance Services Office or equivalent without restrictive endorsements, with the following minimum limits and coverage:

Each Occurrence/General Aggregate	\$1,000,000/2,000,000
Products-Completed Operations	\$2,000,000
Personal & Adv. Injury	\$1,000,000
Fire Damage	\$50,000
Medical Expense	\$5,000
Contractual Liability	Included

Automobile liability insurance, including owned, non-owned, and hired autos with the following minimum limits and coverage:

Combined Single Limit	\$1,000,000
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Workers' compensation insurance based on proper reporting of classification codes and payroll amounts in accordance with Chapter 440, Florida Statutes, and/or any other applicable law requiring workers' compensation (Federal, maritime, etc). If not required by law to maintain workers compensation insurance, the vendor must provide a notarized statement that if he or she is injured, he or she will not hold the County responsible for any payment or compensation.

Employers Liability with the following minimum limits and coverage:

Each Accident	\$1,000,000
Disease-Each Employer	\$1,000,000
Disease-Policy Limit	\$1,000,000

Builders Risk Insurance with all-risk perils for 100% of the cost of the construction, site work and any accepted alternates.

The Contractor, prior to notice to proceed or commencement of the work, whichever occurs first, shall maintain Builder's Risk insurance providing coverage to protect the interests of the Owner, Contractor, and subcontractors, property in transit, and property on or off-premises, which shall become part of the building or project. Property purchased by the Owner through the Sales Tax Recovery Program shall be insured under this provision by the General Contractor upon delivery of the property to the job site. Coverage shall be written on an All-Risk, Replacement Cost, and Completed Value Form

SECTION 5 – ATTACHMENTS

basis in an amount at least equal to 100% of the projected completed value of the Project as well as subsequent modifications of that sum. Any flat deductible(s) shall not exceed \$25,000, any windstorm percentage deductible (when applicable) shall not exceed ten percent (10%); and any flood sub limit shall not be less than 25% of the projected completed value of the Project. The General Contractor shall endorse the policy with a manuscript endorsement eliminating the automatic termination of coverage in the event building is occupied in whole or in part, or put to its intended use, or partially accepted by the Owner. The manuscript endorsement shall amend the automatic termination clause to only terminate coverage if the policy expires, is cancelled, the Owner's interest in the building ceases, or the building is accepted or insured by the Owner.

Lake County, a Political Subdivision of the State of Florida, and the Board of County Commissioners, shall be named as additional insured as their interest may appear on all applicable policies.

Certificate(s) of insurance shall provide for a minimum of sixty (60) days prior written notice to the County of any change, cancellation, or nonrenewal of the required insurance.

Certificate(s) of insurance shall identify the contract number in the Description of Operations section of the Certificate.

Certificate of insurance shall evidence a waiver of subrogation in favor of the County, that coverage shall be primary and noncontributory, and that each evidenced policy includes a Cross Liability or Severability of Interests provision, with no requirement of premium payment by the County.

Certificate holder shall be:

LAKE COUNTY, A POLITICAL SUBDIVISION OF THE STATE OF FLORIDA,
AND THE BOARD OF COUNTY COMMISSIONERS.
P.O. BOX 7800
TAVARES, FL 32778-7800

All self-insured retentions shall appear on the certificate(s) and shall be subject to approval by the County. At the option of the County, the insurer shall reduce or eliminate such self-insured retentions; or the vendor shall be required to procure a bond guaranteeing payment of losses and related claims expenses.

The County shall be exempt from, and in no way liable for, any sums of money, which may represent a deductible or self-insured retention in any insurance policy. The payment of such deductible or self-insured retention shall be the sole responsibility of the vendor and/or subcontractor providing such insurance.

The Contractor shall be responsible for subcontractors and their insurance. Subcontractors are to provide Certificates of Insurance to the County evidencing coverage and terms in accordance with the Contractor's requirements.

Failure to obtain and maintain such insurance as set out above will be considered a breach of contract and may result in termination of the contract for default.

Neither approval by the County of any insurance supplied by the vendor, nor a failure to disapprove that insurance, shall relieve the vendor of full responsibility of liability, damages, and accidents as set forth

SECTION 5 – ATTACHMENTS

herein.

Section 15. Utilities. The COUNTY shall pay all utility bills, except for telephone service, incurred on the premises.

Section 16. Design and Equipment. COUNTY and CONTRACTOR will work together regarding selections of flooring, finishes, fabricated security systems, and furniture. COUNTY shall have final approval of over all of these items. All equipment shall be provided by the CONTRACTOR and shall be the sole responsibility of the CONTRACTOR. At the termination of this Agreement, CONTRACTOR agrees to remove all of its equipment within twenty (20) days, and to repair any damages to the building that such removal may have caused.

Section 17. Deliveries. Deliveries are to be made before 9:30 AM and must be delivered through the shipping and receiving area or directly to the exterior café door. COUNTY will not receive deliveries nor assume any responsibility for products left unattended.

Section 18. Signs. CONTRACTOR shall be permitted to display signs with advance written permission from COUNTY. All signs must be in compliance with applicable ordinances, laws, and regulations. At the expiration of this Agreement, CONTRACTOR agrees to remove its signs within twenty (20) days, and to repair any damages to the building that such removal may have caused.

Section 19. Liens. CONTRACTOR shall keep the premises free and clear of any and all mechanics, materialmen's and other liens arising out of or in connection with work done, services performed or materials or appliances used or furnished in connection with any operations of CONTRACTOR. Any alteration, improvements, repairs, additions, work, or construction which CONTRACTOR may make, permit, or cause to be made on or about the premises shall at all times be promptly and fully paid.

Section 20. Severability. If any term or provision of this Agreement shall be declared by a court of law to be invalid or unenforceable, the remaining terms or provisions shall remain valid and enforceable.

Section 21. Time of the Essence. Time is of the essence for every covenant, term, condition, and provision hereof.

Section 22. Attorney's Fees. If either party to this Agreement is required to engage an attorney to secure the performance of any term, covenant, condition or provision hereof, then the prevailing party shall be entitled to reimbursement by the losing party of all costs and attorney's fees incurred by the prevailing party.

Section 23. Hold Harmless. The CONTRACTOR agrees for good and valuable consideration as herein above stated to protect, defend, indemnify, and hold COUNTY and its officers, commissioners,

SECTION 5 – ATTACHMENTS

employees and agents free and harmless from and against any and all losses, penalties, damages, settlements, costs charges, professional fees or other expenses or liabilities of every kind and character arising out of or in any way connected with any act or omission of the CONTRACTOR, its successors or assigns or any one claiming under it or through it or them, or resulting from any breach, violation or non-performance of any covenant, condition or agreement herein contained.

Section 24. Special Terms and Conditions.

A. Termination. This Agreement may be terminated by the COUNTY upon thirty (30) days advance written notice to the other party.

Termination for Cause. Termination by COUNTY for cause, default, or negligence on the part of CONTRACTOR shall be excluded from the foregoing provision. Termination costs, if any, shall not apply. The 30-day advance notice requirement is waived in the event of termination for cause.

B. Independent Contractor. CONTRACTOR agrees that it shall be acting as an independent contractor and shall not be considered or deemed to be an agent, employee, joint venturer, or partner of COUNTY. CONTRACTOR shall have no authority to contract for or bind COUNTY in any manner and shall not represent itself as an agent of COUNTY or as otherwise authorized to act for or on behalf of COUNTY. Additionally, CONTRACTOR warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for CONTRACTOR to solicit or secure this Agreement and that it has not paid or agreed to pay any person, company, corporation, individual, or firm other than a bona fide employee working solely for CONTRACTOR any fee, commission, percentage, gift, or other consideration contingent upon or resulting from the award or making of this Agreement.

C. Codes and Regulations. All operations under this Agreement shall conform to all applicable federal, state and local statutes, codes, regulations and ordinances.

D. Public Entity Crimes. A person or affiliate who has been placed on the convicted vendor list following a conviction of a public entity crime may not be awarded or perform work as a contractor, supplier, subcontractor, or CONTRACTOR under a contract with any public entity in excess of the threshold amount provided in Florida Statutes, section 287.017 for Category Two for a period of thirty-six (36) months from the date of being placed on the convicted vendor list.

E. Prohibition Against Contingent Fees. CONTRACTOR warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the CONTRACTOR to solicit or secure this Agreement and that they have not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for the CONTRACTOR, any fee, commission, percentage, gift or other consideration contingent upon or resulting from the award or making of this Agreement.

SECTION 5 – ATTACHMENTS

Section 25. General Conditions.

A. This Agreement is made under, and in all respects shall be interpreted, construed, and governed by and in accordance with, the laws of the State of Florida. Venue for any legal action resulting from this Agreement shall lie in Lake County, Florida.

B. Neither Party may assign any rights or obligations under this Agreement to any other party unless specific written permission from the other party is obtained.

C. The captions utilized in this Agreement are for the purposes of identification only and do not control or affect the meaning or construction of any of the provisions hereof.

D. This Agreement shall be binding upon and shall inure to the benefit of each of the parties and of their respective successors and permitted assigns.

E. This Agreement may not be amended, released, discharged, rescinded or abandoned, except by a written instrument duly executed by each of the parties hereto.

F. The failure of any party hereto at any time to enforce any of the provisions of this Agreement will in no way constitute or be construed as a waiver of such provision or of any other provision hereof, nor in any way affect the validity of, or the right thereafter to enforce, each and every provision of this Agreement.

G. During the term of this Agreement CONTRACTOR assures COUNTY that it is in compliance with Title VII of the 1964 Civil Rights Act, as amended, and the Florida Civil Rights Act of 1992, in that CONTRACTOR does not on the grounds of race, color, national origin, religion, sex, age, disability or marital status, discrimination in any form or manner against CONTRACTOR employees or applicants for employment. CONTRACTOR understands and agrees that this Agreement is conditioned upon the veracity of this statement of assurance.

H. CONTRACTOR shall at all times comply with all Federal, State and local laws, rules and regulations.

I. The employee(s) of CONTRACTOR shall be considered at all times its employee(s) and not an employee(s) or agent(s) of COUNTY. CONTRACTOR shall provide employee(s) capable of performing the work as required. The COUNTY may require the contractor to remove any employee it deems unacceptable. All employees of the CONTRACTOR shall wear proper identification.

J. Any individual, corporation, or other entity that attempts to meet its contractual obligations with the COUNTY through fraud, misrepresentation or material misstatement, may be debarred for up to five (5) years. The COUNTY as a further sanction may terminate or cancel any other contracts with such individual, corporation, or entity. Such individual or entity shall be responsible for all direct or indirect costs associated with termination or cancellation, including attorney's fees.

SECTION 5 – ATTACHMENTS

K. The County reserves the right to require CONTRACTOR to submit to an audit by any auditor of the COUNTY's choosing. CONTRACTOR shall provide access to all of its records, which relate directly or indirectly to this Agreement at its place of business during regular business hours. CONTRACTOR shall retain all records pertaining to this Agreement and upon request make them available to the COUNTY for three (3) years following expiration of the Agreement. CONTRACTOR agrees to provide such assistance as may be necessary to facilitate the review or audit by the COUNTY to ensure compliance with applicable accounting and financial standards.

L. CONTRACTOR shall act as the prime contractor for all required items and services and shall assume full responsibility for the procurement and maintenance of such items and services. CONTRACTOR shall be considered the sole point of contact with regards to all stipulations, including payment of all charges and meeting all requirements of this Agreement. All subcontractors will be subject to advance review by the COUNTY in terms of competency and security concerns. No change in subcontractors shall be made without consent of the COUNTY. CONTRACTOR shall be responsible for all insurance, permits, licenses and related matters for any and all subcontractors. Even if the subcontractor is self-insured, the COUNTY may require the CONTRACTOR to provide any insurance certificates required by the work to be performed.

Section 26. Entire and Binding Agreement. This Agreement and its exhibits embodies the entire agreement between the parties, and any prior agreement either oral or written is hereby declared null and void.

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement on the respective dates under each signature: LAKE COUNTY through its BOARD OF COUNTY COMMISSIONERS, signing by and through its Chairman, authorized to execute same by Board action on the ____ day of _____, 2007 and Z-Coffee Corporation.

COUNTY

ATTEST:

LAKE COUNTY, through its Board of
County Commissioners

James C. Watkins, Clerk of the
Board of County Commissioners
of Lake County, Florida

Welton Cadwell, Chairman
This ____ day of _____, 2007.

Approved as to form and legality by:

CONTRACTOR

SECTION 5 – ATTACHMENTS

Sanford A. Minkoff
County Attorney

Name:

Signature

Print name and title

SECTION 5 – ATTACHMENTS**WORK REFERENCES**

#1 Agency	
Address	
City,State,ZIP	
Contact Person	
Telephone	
Date(s) of Service	
Type of Service	
Comments:	

#1 Agency	
Address	
City,State,ZIP	
Contact Person	
Telephone	
Date(s) of Service	
Type of Service	
Comments:	

#1 Agency	
Address	
City,State,ZIP	
Contact Person	
Telephone	
Date(s) of Service	
Type of Service	
Comments:	

SECTION 5 – ATTACHMENTS

SECTION 5 – ATTACHMENTS**VENDOR PROFILE FORM**

<p>1. Bidder Name & Address:</p>	<p>1d. Licensed to do business in the State of Florida?</p> <p>_____ Yes _____ No</p>
<p>1a. FEIN #</p> <p>_____</p>	<p>1e. Name, Title & Telephone Number of Principal to Contact</p>
<p>1b. Year Firm was established _____</p> <p>1c. Are you a "Not for Profit" 501(c)(3) organization?</p> <p>Yes _____ No _____</p> <p>If you answered yes, please provide proof.</p>	<p>1f. Address of office to perform work, if different from Item 1</p>
<p>2. Please list the key personnel that your firm will commit to the County project and attach a copy of each key person's resume.</p>	
<p>3. The foregoing is a statement of facts.</p> <p>Signature: _____ Date: _____</p> <p>_____ (Typed or Printed Name) _____ (Title)</p>	

Work by firm or individual which best illustrates current qualifications relevant to the County's project that have been/is being accomplished by personnel that shall be assigned to the County's project. List no more than ten (10) projects. (This form may be reproduced.)

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